

**Employee Name:**

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - NAPA**

<b>JOB CLASSIFICATION: SENIOR PSYCHIATRIST (SUPERVISOR) (CHIEF OF FORENSIC PSYCHIATRY)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Supervises physicians and other professional personnel giving psychiatric care to mentally ill patients; gives psychiatric services to such patients; and do other related work.

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| 15% | Serves as a consultant to the Executive Staff, Physicians and Surgeons, Psychologists, Social Workers, Nurses, and Psychiatric Technicians, as well as members of administrative departments on clinical matters that are subsumed in the interface between the practice of Clinical Psychiatry and the laws and regulations of the State of California.   |
| 15% | Chairs the Forensic Review Panel and reviews and provides oversight of the facility practices and procedures regarding the forensic status of all patients admitted pursuant to Penal Code Sections 1370 and 1026. Reviews court reports for patients admitted pursuant to different Penal Code sections, prior to submission to the courts.   |
| 30% | Assists all clinical staff in regards to understanding forensic issues as they apply to patients. Assesses individual clinical competencies in performance of forensic issues. Provides information, guidance, and mentoring, training, feedback, as necessary, to individual clinical staff in collaboration with their supervisors in regards to their forensic responsibilities. Maintains program development as it relates to Napa State Hospital (NSH) forensic responsibilities to patients.  |
| 30% | Develops and implements policies and procedures that ensure hospital compliance with the appropriate State laws, rules, and regulations affecting the individuals we provide care and treatment to under the Lanterman-Petris-Short (LPS) Mental Health Act and Penal Code System of California including, but not limited to issues as conservatorships, competency, dangerousness, capacity to consent to treatment, involuntary medications, and malingering. Analyzes and resolves complex problems by providing consultation and evaluation of patient(s) involved, communicating effectively with appropriate courts, attorneys, Conditional Release Programs (CONREP), and outside agencies, as required. Evaluations communications to the courts from treatment teams to ensure established reporting standards. Provides assistance to the team members when reports |

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do not meet standards. Responds to and complies with court orders and subpoenas issued by the courts for testimony.

10% Keeps current with changes in law and DSH policies pertaining to mental health, and distribution of such information to appropriate staff members. Other related duties as required.

0% **SITE SPECIFIC DUTIES**  
N/A

0% **TECHNICAL PROFICIENCY**  
N/A

**2. SUPERVISION RECEIVED**

The Senior Psychiatrist (Supervisor) (Chief of Forensic Psychiatry) functions under the supervision of the Medical Director of Napa State Hospital.

**3. SUPERVISION EXERCISED**

The Senior Psychiatrist (Supervisor) (Chief of Forensic Psychiatry) supervises a multidisciplinary team assigned to Forensic Services (FS).

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Principles and methods of psychiatry and general medicine; current developments in the field of psychiatry, including mental retardation; principles of surgery and neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical services; psychiatric research methods and techniques; principles and practices of personnel management; principles, methods, and objectives of training treatment personnel; and State and departmental equal employment opportunity (EEO) policies; department's EEO Program objectives; a supervisor's role in the EEO Program and the processes available to meet EEO objectives.

**SKILL IN:**

Applying the principles and methods of psychiatry and general medicine.

**ABILITY TO:**

Coordinate and participate in psychiatric research; direct and coordinate the work of a professional staff; analyze situations accurately and take effective action; understand and effectively carry out State and departmental EEO policies; effectively contribute to the department's EEO objectives.

**5. REQUIRED COMPETENCIES**

**SAFETY**

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Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

**AGE SPECIFIC**

Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric    ☒ Adolescent    ☒ Adult (18-54)    ☒ Geriatric (55 & up)

- Age specific competencies for this classification are identified and validated through the privileging process.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

**RESTRAINT/SECLUSION**

Demonstrates knowledge of criteria and appropriate uses, applies, and removes restraint and/or seclusion.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES**

Additional qualifications for this position include the following:

Maintain Board Certification in Forensic Psychiatry and or be Board eligible when appointed and receive Forensic Board Certification within 2 years.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

None.

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California board of Osteopathic examiners; and
- Posses a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology, or the American osteopathic Board of Neurology and Psychiatry.

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**7. TRAINING** - Training Category = **B**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
<u>Silvia Holasek, MD</u> Supervisor Signature	<u>[Signature]</u> Print Name	<u>9/15/21</u> Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date